



AFM Highlights

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Check us out at:

www.afm.ars.usda.gov

REE Careers:

<http://www.usajobs.gov>

AO Listening Post

<http://www.afm.ars.usda.gov/aboutAFM/DAClisten/index.htm>

Coming soon!

AFM Training Catalog

AFM Application Launch pad



AFM Deputy Administrator's Message.....

Welcome to Administrative and Financial Management (AFM) Highlights! Our goal is to provide current, relevant information and I believe you will find the Highlights a useful resource. We welcome your comments and suggestions for improvement!

AFM is dedicated to providing world class customer service to the USDA Research, Education, and Economics (REE) agencies. Those agencies are the National Institute of Food & Agriculture (NIFA), Agricultural Research Service (ARS), Economic Research Service (ERS), and the National Agricultural Statistics Service (NASS). Each of these agencies plays an important role in supporting the USDA mission. USDA is the "People's Department" and I am proud to say that I am part of it.

AFM manages the administrative business processes so these agencies can focus on their important and critical missions. AFM's greatest resource is our people, and through them we achieve our number one goal – excellent customer service. Whether you read our Highlights as a customer or an employee, I want you to know I am committed to working together to deliver world class service focused on results and exceeding customer expectations.

Jim Bradley

"Each of us is responsible for what AFM is today, and what we can be tomorrow!"

AFM Mission Statement:

To work in partnership with the REE agencies, their customers and partners, and the public by meeting their administrative and financial management needs and interests through delivery of responsive and effective services .

What's new in Research Education & Economics (REE)?

<http://www.ree.usda.gov/>

NASS

<http://www.nass.usda.gov>

"Collects, analyzes, and distributes statistical data for use by a variety of stakeholders"

ARS

<http://www.ars.usda.gov>

NAL

<http://www.nal.usda.gov/>

ERS

<http://www.ers.usda.gov>

"Provides economic research data used by the Secretary of Agriculture to make policy decisions"

NIFA

<http://www.nifa.usda.gov>



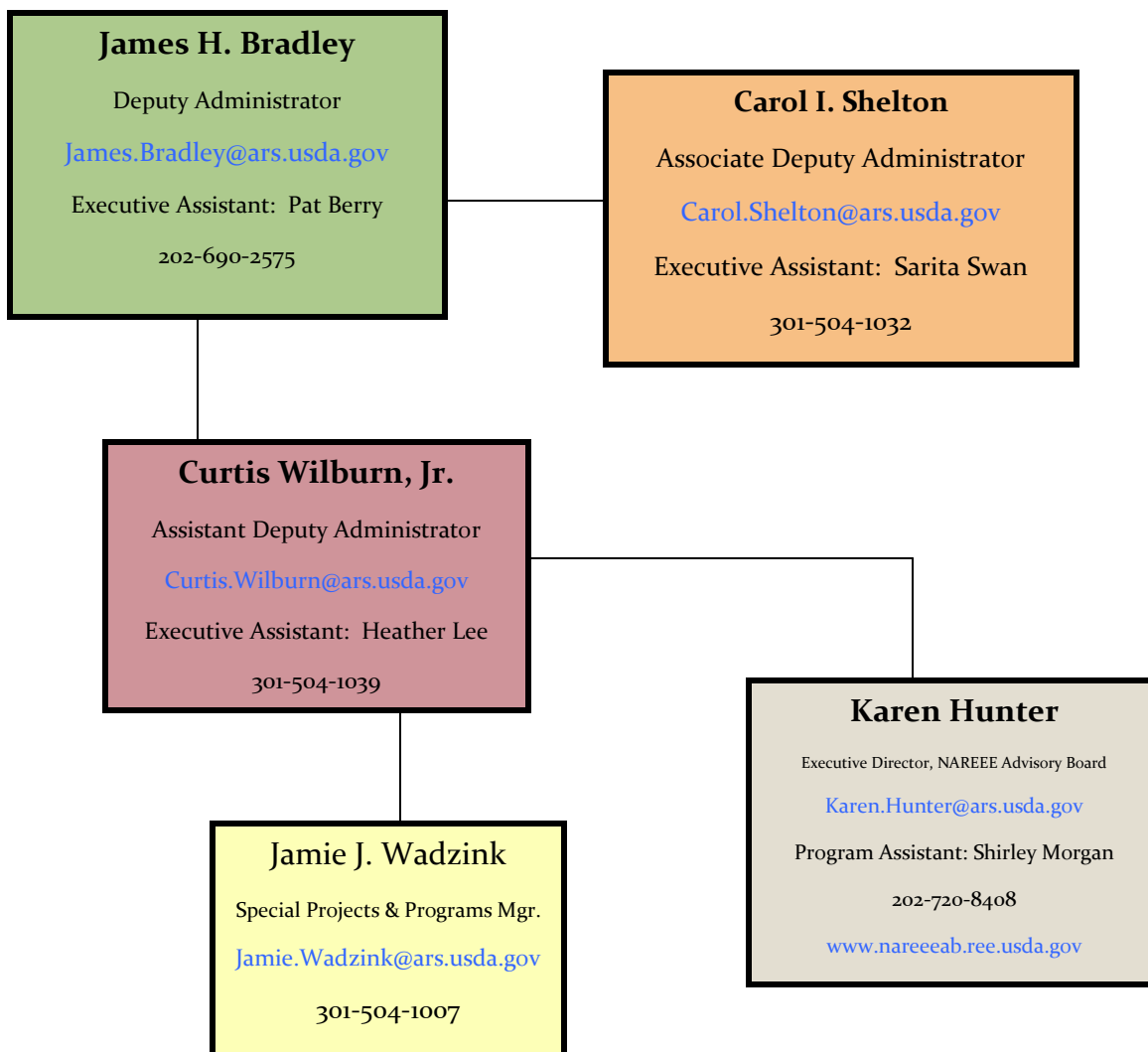


Who/What is AFM?

- Comprised of 6 Divisions—387 employees in Beltsville, MD and Washington, DC.
- AFM provides broad support to over 12,000 REE employees
- \$40 million annual budget—cross-funded by REE agencies

Deputy Administrator Administrative and Financial Management—DAAFM

<http://www.afm.ars.usda.gov/aboutAFM/orgChart.htm>



KEY CONTACTS

6 Administrative Divisions working together to identify cross-cutting administrative issues across the REE Mission Area.

Let us Help You!

Dave Love—Human Resources Division (HRD), Director

Dave.Love@ars.usda.gov

<http://www.afm.ars.usda.gov/hrd/operations/keycontacts.htm>

Sherri Carroll - Extramural Agreements (EAD) Director

Sherri.Carroll@ars.usda.gov

<http://www.afm.ars.usda.gov/aboutAFM/EAD/keycontacts.htm>

Pat Barry—Facilities Division (FD) Director

Patrick.Barry@ars.usda.gov

<http://www.afm.ars.usda.gov/aboutAFM/FD/keycontacts.htm>

Steve Helmrich Financial Management Division (FMD) Director

Steve.Helmrich@ars.usda.gov

<http://www.afm.ars.usda.gov/aboutAFM/FMD/orgchart.htm>

Larry Cullumber Acquisitions and Property (APD) Director

Larry.Cullumber@ars.usda.gov

<http://www.afm.ars.usda.gov/aboutAFM/APD/contacts.htm>

Don McLellan Outreach, Diversity and Equal Opportunity (ODEO) Director

Don.McLellan@ars.usda.gov

<http://www.afm.ars.usda.gov/ODEO/contact.htm>

Division Stats:

HRD:

200 Staff Employees

26,000 personnel actions/annually

900 recruitments annually

EAD:

9 employees—\$561.5 million active agreements

\$151 million in grants and agreements FY08

\$113.4 – Cooperative Agreements

\$15.6 – Research Support Agreements

\$22 – Grants

FD:

65 Staff Employees

\$3.5 Billion in Real Property

\$1.5 Billion in Design & Construction

FMD:

45 Staff Employees

\$2.5 Billion in annual financial reports

\$200 Million in Reimbursables, Trust funds and patent revenue

APD:

41 Staff Employees

\$500 M in REE contract Dollars

\$659 M Accountable Personal Property

ODEO:

15 Staff Employees

Outreach, Recruitment & Coop. Resolution



AFM External Survey Status :

In March of this year, AFM invited customers and employees to participate in an AFM Customer and Employee Survey. The intention of this survey was to help us identify specific things we do well and to identify any areas where we have room for improvement. As a result of this survey, AFM Highlights was created and implemented in FY 2010 as a tool to assist with communications across the REE Mission Area.

--view Executive Summaries online at:

[Customer Executive Summary](#)

[Employee Executive Summary](#)

We conducted employee Focus Groups in July, 2009 who helped us identify action highlights. Our first AFM Business Council meeting (consisting of AFM GS-14s) met in October, 2009 to review focus group issues and develop specific recommendations for addressing service concerns or gaps. AFM plans to convene a series of AFM Customer Workshops that will include representatives from each REE agency to help us assess the value of our draft recommendations for enhancing the customer's experience when interacting with AFM. This will help us to ensure that our goals are aimed at the results you expect.

H1N1 Planning

H1N1 flu is again in the news and plans are being made to ensure business continuity in the event of a pandemic flu event. We are bringing existing pandemic plans current to update contact information and flu information sources. For information on your specific Division plans, please contact your H1N1 AFM Team representative as follows:

DAAFM	Heather Lee
APD	Ann Riordan
EAD	Michele Esch
FD	Terry Roark
FMD	Bob Magill
HRD	Cassandra Butler
ODEO	Tracey Troutman

A wealth of information is available on the ARS Emergency Readiness website at: <http://www.afm.ars.usda.gov/emergency>. Please take some time to re-familiarize yourself with the information on the site and updates from outside sources such as Health and Human Services (HHS), Centers for Disease Control (CDC), and, World Health Organization (WHO). Links to these sites can be found on the Readiness site.

What's coming in our next issue!

- *Health Benefits Open Season—11/9—12/14, 2009* <http://www.opm.gov/insure>
- *Updates on FMMI* <http://info.fmmi.usda.gov/>
- *Updates on AFM Training Catalog & AFM Application Launch pad*
- *REE Issuances Electronic Review System (RERS)*



Comments/Questions.....

Email us at:

ARS-AFMHighlights@ars.usda.gov

Check us out on the web @:

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